



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Contract Position
(Individual will not be a State of Delaware Employee)

Announcement Number JUD12001-VASE

**VICTIM ADVOCACY AND SAFETY ENHANCEMENT ("VASE")
PROJECT COORDINATOR**

Apply By: November 26, 2012

Contract Rate: Annual contract is \$55,009.50. This is a 24-month, grant funded position.

Location: This position is located in the City of Wilmington, but statewide travel may be required.

Summary of Position:

The Administrative Office of the Courts ("AOC") is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of an Office on Violence Against Women ("OVW"), U.S. Department of Justice, grant to fund the Victim Advocacy and Safety Enhancement project ("VASE"). VASE's goal is to create a specialized track within Delaware's Superior Court Mental Health Court ("MHC") and Court of Common Pleas Trauma Informed Probation Court ("TIP Court") for justice-involved women victims of sexual assault and/or domestic violence and educate the judiciary on issues related to sexual assault and domestic violence.

The contract, with a maximum limited term of 24 months, will provide for the services of one full-time Project Coordinator. Under the supervision of MHC's and TIP Court's presiding judges and the AOC, the Project Coordinator will assist the MHC and the TIP Court develop and implement domestic violence and sexual assault screening tools to identify justice-involved women victims of sexual assault and/or domestic violence; facilitate individual counseling, safety planning and care management services to victims; coordinate trauma-informed services with collaborating care providers; create safety planning kits and identify resources available to victims in emergency and crisis situations; and provide case management services. In collaboration with technical assistance providers, the Project Coordinator will facilitate the creation of a working group of stakeholders led by the judiciary whose goal will be to develop support groups

and services for justice-involved women victim of sexual assault and domestic violence; develop and recommend best practices; evaluate VASE on a continuous basis and ensure compliance with all grant requirements. The Project Coordinator will also be responsible for identifying and providing training for the judiciary in conjunction with technical assistance providers.

Minimum Qualifications:

1. Master's degree or higher in Behavioral or Social Science or related field. Clinical license preferred.
2. Experience in developing social services programs that include assessing, planning, developing and implementing clinical criteria, monitoring, and evaluating options and services.
3. Experience in clinical project management, including developing deliverables, monitoring progress and reporting outcomes.
4. Experience in providing clinical treatment, individual and group counseling or determining eligibility for services or benefits as part of a treatment team.
5. Previous experience working with victims of sexual assault and/or domestic violence.
6. Knowledge of availability, role and functions of community resources available to victims of domestic violence and sexual assault.
7. Experience reviewing, synthesizing, and presenting policies and procedures and ability to monitor progress or compliance with best practices.
8. Experience in grant management and protocols including budgeting, monitoring goals and outcomes and reporting.
9. Experience in interpreting laws, rules, regulations, standards, policies and procedures.
10. Ability to communicate courteously and effectively, both verbally and in writing, with all stakeholders and participants.

Visit the State of Delaware website at <http://bids.delaware.gov/> to review the complete summary of the contract position #JUD12001-VASE, minimum qualifications, requirements, and instructions on submitting a letter of interest/resume which must be received by 11/26/2012.

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